

Security Quickie 6-6-03: Transitions and Confidential Information

Times of transition can be filled with uncertainty, haste, and confusion. Normal tasks can be forgotten in the rush. With the upcoming move to the DAS, many of us may find ourselves moving to different locations as well as performing different job-related tasks. Transitions can happen to anyone, however, no matter what their department might be.

When faced with moving locations or changing duties, it is important to remember to deal with confidential, sensitive, or private information in a secure manner. It's easy to leave sensitive papers, reports, and other things lying around, or even to just toss them in the trash in the rush to vacate a workplace quickly.



Please remember to keep confidential information in a secure location, such as a locked file cabinet or in a restricted area (and even then try to lock it up). For confidential electronic information, keep it in restricted shares, and encrypt it before sending it over the Internet. When disposing of confidential physical documents, be sure to shred them before throwing them away. Going through the trash can be a very easy way for intruders, co-workers, reporters, and thieves to discover sensitive information. A few moments of prudent, secure behavior can save both the state and us a great deal of future pain and embarrassment.